



DEPARTMENT OF THE NAVY
NAVY RECRUITING COMMAND
5722 INTEGRITY DR.
MILLINGTON, TN 38054-5057

COMNAVCRUITCOMINST 1752.1
00E
26 SEP 02

COMNAVCRUITCOM INSTRUCTION 1752.1

From: Commander, Navy Recruiting Command

Subj: NAVY RECRUITING COMMAND FAMILY ADVOCACY PROGRAM

Ref: (a) SECNAVINST 1752.3

Encl: (1) Navy Recruiting Command Family Advocacy Program Desk
Top Guide

1. Purpose. To provide a program overview, serve as a quick reference for command decision-making, and provide "where to go" information for detailed Family Advocacy Program (FAP) guidance.

2. Discussion. The Department of the Navy (DoN) Family Advocacy Program (FAP) addresses prevention, evaluation, identification, intervention, rehabilitation/behavioral education and counseling, follow-up, and reporting of child and spouse abuse. Commander, Navy Recruiting Command FAP is consistent with the requirements of reference (a).

3. Action

a. Region Commanders and District Commanding Officers shall ensure full compliance with enclosure (1).

b. Command Master Chiefs are responsible for coordinating, monitoring and participating in the FAP and complying with enclosure (1).

/s/

W. S. SLOCUM
Deputy

Distribution:

COMNAVCRUITCOMINST 5216.2U

I A, B, C and D

I E

II A

III A, B and C

Navy Recruiting Command

Family Advocacy Program Desk Top Guide



COMNAVCRUITCOM INSTRUCTION 1752.1

26 September 2002

**Commander, Navy Recruiting Command
5722 Integrity Drive
Millington, TN 38054-5057**

Table of Contents

FOREWARD

Section	Page
Foreward1

Chapter 1 FAMILY ADVOCACY PROGRAM OVERVIEW

The Position of the Navy on Family Violence is Clear1-1
FAP Program Structure.1-2
The Five Primary FAP Goals in Relation to the Navy's Mission1-2

Chapter 2 THE FAP ORGANIZATION

Navy Personnel Command (PERS).2-1
Installation Commander/Regional Line Coordinator2-1
Family Advocacy Officer.2-2
Family Advocacy Committee.2-2
Family Advocacy Representative (FAR)2-2
Family Service Center (FSC).2-2
Key FAP Elements2-2
Case Manager - FAP.2-2
Case Review Committee2-3
Other Resource Elements.2-3
Medical Treatment Facility (MTF).2-3
Regional Child Sexual Abuse Response Team2-3

Chapter 3 COMMAND ORGANIZATIONAL RESPONSIBILITIES

Commanding Officer3-1
Command Master Chief3-2
Family Advocacy Program Point of Contact (FAP POC).3-2
All Command Personnel.3-2

Chapter 4 THE FAP CASE - AN OVERVIEW

The FAP Case - An Overview4-1
FAP Case Process4-2

Chapter 5 WHAT CONSTITUTES A FAP CASE?

Who is Eligible for FAP Services?.5-1
Military Medical Beneficiary.5-1
Current Allegation.5-1

Table of Contents

Chapter 5 - Continued

Section	Page
Note: Partner Abuse	5-1
Imminent Risk of Harm.	5-1
What Constitutes Abuse?	5-1
Child Abuse/Neglect	5-1
Physical Abuse.	5-1
Sexual Abuse.	5-1
Emotional Abuse	5-2
Neglect	5-2
Spouse Abuse.	5-2
Stalking.	5-2

Chapter 6 STEP-BY-STEP PROCEDURE

Confidentiality Note.	6-1
OCONUS Note	6-1
Risk Assessment and Initial Action.	6-1
FAP POC	6-1
Commanding Officer Initial Actions.	6-2
FAP Safety Assessment	6-2
FAP Notifications	6-2
FAP Risk Assessment	6-2
Case Review Committee (CRC).. . . .	6-2
Commanding Officer/FAC POC.	6-2
Case Review Committee Determinations.	6-2
Unsubstantiated.	6-2
Substantiated.	6-3
Pending.	6-3
Commanding Officer's Responsibilities	6-3
Monitoring.	6-3
Case Closure.	6-3

Chapter 7 REPORTING REQUIREMENTS

The OPREP-3 Navy Blue on Unit SITREP Decision Process	7-1
OPREP-3 Navy Blue.	7-1
Unit SITREP.	7-1
Reports	7-2
All Incidents of Spouse or Child Abuse.	7-2
Suspected Criminal Conduct.	7-2
Known or Suspected Incidents of Child Abuse	7-2
Allegations of Child Sexual Abuse	7-2

Table of Contents

Chapter 7 - Continued

Section	Page
Child Sexual Abuse Alleged to have Occurred in DoD Sanctioned Out-of-Home Care Settings.	7-2
Cases Involving a Military Fatality or Injuries Resulting in One or More Lost Work Days	7-2
APPENDIX A FAP POC CHECKLIST	
Receive Reports of Child or Spouse Maltreatment.	A-1
Serve as the Command Liaison with the FAP Case Manager .A-1	
Ensure Command Response to the CRC Recommendations . . .A-1	
Maintain Documentation of Command Actions in all Cases .A-1	
APPENDIX B CRISIS INTERVENTION PROTOCOLS	
Terms.	B-1
Emergency	B-1
Crisis.	B-1
Guidelines for a Crisis Intervention Protocol.	B-1
Family Advocacy Crisis Intervention Protocol	B-2
APPENDIX C RESOURCES	
Family Service Center (FSC)	C-1
Governing Instructions.	C-1
Helpful Web Links/Points of Contact	C-1
Where to Find Help.	C-2
Military Services Program Manager Contact Information	C-2
APPENDIX D MESSAGE TEMPLATES	
OPREP-3 Navy Blue.	D-1
OPREP-3 Navy Blue Voice Message	D-1
Voice Message Template.	D-1
OPREP-3 Navy Blue Required Message Addressees . . .D-2	
OPREP-3 Navy Blue Message Template.	D-2
Unit Situation Report.	D-3
Unit SITREP Required Message Addressees	D-3
Unit SITREP Initial Record Message Report	D-3
Unit SITREP Initial Record Message Report (Violent Crime)	D-3

Commander Navy Recruiting Command

Family Advocacy Program

Desk Top Guide

FOREWORD

This Family Advocacy Program (FAP) Desk Guide is designed to provide an orientation to the Navy FAP for Commanding Officers, Executive Officers, Command Master Chiefs, and the Command FAP Points of Contact. The intent is to provide a program overview, serve as a quick reference for command decision-making, and provide "where to go" information for detailed guidance.

The FAP is designed as a regionalized resource network centered at Family Service Centers in Fleet Concentration Areas. Family support programs, the Medical Treatment Facilities and local installations work together to provide Family Advocacy services. Service members and their families can obtain assistance with problems, including family violence, by contacting a Family Service Center, a Medical Treatment Facility or the Family Advocacy Department on their installation.

The unique nature of Navy Recruiting Command, an organization of accompanied service members deployed inward from the concentration areas, creates the need for unique FAP policies to adequately support our personnel. It is your challenge to use the resources referenced and provided in the FAP Desk Guide to most effectively serve the military members and their families in your command. It is recommended that the FAP Desk Guide be supplemented with local resources, phone numbers, and related SOPs.

"Family Advocacy is a leadership issue. As part of the tradition of "taking care of our own," it is the responsibility of each Navy and Marine Corps service member to ensure the safety, health and well being of his/her family members. Additionally, each member is expected to exemplify Navy and Marine Corps leadership core values of honor, courage and commitment. Child and spouse abuse are unacceptable and incompatible with these high standards of professional and personal discipline. Abusive behavior by DoN personnel destroys families, detracts from military performance, negatively affects the efficient functioning and morale of military units, and diminishes the reputation and prestige of the military service in the civilian community. A continuous effort to reduce and eliminate child and spouse abuse shall be actively pursued at every level of command."

(SECNAVINST 1752.3A – FAMILY ADVOCACY PROGRAM)

Chapter 1 FAMILY ADVOCACY PROGRAM OVERVIEW

The Position of the Navy on Family Violence is Clear

“Spouse and child abuse has a negative effect upon military readiness, effectiveness, and good order and discipline. Accordingly, response to spouse and child abuse is a leadership issue. Commanding officers will undertake a continuous effort to reduce and eliminate child and spouse abuse at every level of the command. When suspected child or spouse abuse by a service member comes to the attention of the member’s Commanding Officer, he or she will take prompt action to include holding the member accountable for his or her behavior. Additionally, commanding officers shall undertake measures to prevent further violence to the victim(s), and promote victim safety.”

(OPNAVINST 1752.2A)

The Family Advocacy Program (FAP) was implemented to provide the “continuous effort to reduce and eliminate child and spouse abuse”. It is based on the following assumptions:

- That family violence occurs within all communities, including the Navy community.
- That family maltreatment and abuse interferes with the work performance of the service member and thus with the Navy’s mission.
- That family maltreatment is incompatible with the high standards of professional and personal discipline expected of Navy members.
- That most offenders are able to be rehabilitated.
- That victims and families benefit when the offender is placed in treatment and available to participate in the family’s rehabilitation.
- That offenders must be held accountable for their behavior and that swift and certain intervention is an effective deterrent.
- That rehabilitation of a valued service member is beneficial to the Navy.

FAP’s purpose is to address the prevention, identification, evaluation, intervention, rehabilitation/behavioral education and counseling, follow-up and reporting of:

- Child Abuse (physical, sexual and emotional) and Neglect
- Spouse Abuse (physical and emotional)

FAP Program Structure

FAP is a line-managed, multi-disciplinary program requiring support and cooperation by all DoN commands, responding agencies and personnel.

- Each Installation Commander/Regional Line Coordinator is responsible for overall implementation and management of FAP.
- Each command is responsible for implementing FAP policies and procedures within the command.
- Family Advocacy is a leadership issue and each service member is responsible for ensuring the health and safety of family members.

FAP emphasizes a collaborative approach by the military and civilian communities to effectively intervene and to prevent the occurrence or recurrence of violence. A comprehensive FAP requires prevention, education and training efforts to make all personnel aware of the scope of child and spouse abuse problems and to facilitate cooperative efforts.

The Five Primary FAP Goals in Relation to the Navy's Mission

1. **Prevention**. Prevention is the primary goal. It is more cost-effective than intervention. As patterns of abuse become entrenched they become harder to change. In support of prevention efforts are the components of education, awareness, reporting, training and counseling. These components focus on preventing abuse and restoring affected families to a healthy, non-violent status.
2. **Victim Safety and Protection**. The focus is to ensure access to protection, care, support and case management. Cases of child and spouse abuse should be identified promptly and provided early intervention.
3. **Offender Accountability**. An offender must be held accountable. Disciplinary action is at the discretion of the command.
4. **Rehabilitative Education and Counseling**. Access to rehabilitation for an offender is not a right but can be an important link in protecting victims and preventing future abuse. Counseling is available to eligible offenders and victims.
5. **Community Accountability/Responsibility**. Ensure that responders are trained to appropriately respond to family violence. The implementation of programs to meet these goals and reduce family violence is directly related to the Navy's mission. Effective prevention and intervention in family violence enhances a service member's military performance and increases the efficient functioning and morale of military units. Family maltreatment is incompatible with the high standards of professional and personal conduct expected of Navy members.

Chapter 2

THE FAP ORGANIZATION

The Navy's FAP is a line-managed program that is located either within the Family Service Center (FSC) or in a FAP Center. Even though most Navy Recruiting Districts are remotely located from the FSC/FAP Centers, and unable to use FAP services in case intervention, it is critical that all FAP cases be reported and managed by the Navy FAP Organization. Failure to utilize the FAP Organization jeopardizes the Navy's ability to ensure tracking and treatment during Sailor's follow-on assignments, and prevents the FAP role in the detailing and advancement systems. To fully understand the scope of FAP, it is helpful to know where FAP fits into the overall Department of the Navy structure, and then how the Navy Recruiting District links into the FAP Organization.

NAVY PERSONNEL COMMAND (PERS)

The Family Advocacy Program is a function of The Navy Personnel Command. Specifically, FAP is part of PERS-66, Personal Readiness and Community Support Division.

PERS-66's responsibilities include providing guidance on education, prevention, policy and training. Guidance is focused on the multi-disciplinary approach and creation of a comprehensive, coordinated community response to family violence; consulting on all cases involving child sexual abuse allegations in DoD sanctioned out-of-home settings (family home day care, youth activities, etc. and managing those cases involving alleged offenders who are non-military); and providing case management of all child sexual abuse allegations involving active duty service members.

The FAP Manager's (PERS-661) responsibilities include managing, monitoring and coordinating implementation of policy and guidance for FAP; representing the Navy on DoD Family Advocacy Committee; coordinating with all applicable Federal and civilian organizations which address FAP issues; and ensuring the operations of an automated Central Registry System.

PERS-8, Military Personnel Performance and Security Division, manages and acts as point of contact for CO's in all cases involving allegations of child sexual abuse.

INSTALLATION COMMANDER/REGIONAL LINE COORDINATOR

Reporting to the CNO via the line chain of command, the Installation Commander/Regional Line Coordinator is responsible for the overall implementation and management of FAP in each FAP Region. This position establishes the Family Advocacy Committee and appoints committee Chair (O-4 or above); appoints a Family Advocacy Representative (FAR) and Family Advocacy Officer (FAO); and ensures the establishment and appropriate training of the Case Review Committee (CRC). The FAP Regional Coordinator provides technical and clinical

oversight to FAP programs. Responsibilities include providing consultation and assistance to local FAO's and FAR's; monitoring expenditure of FAP funds for the region; and ensuring effective coordination, cooperation and collaboration between and among agencies and commands (including NRD's) throughout the region.

Family Advocacy Officer. Family Advocacy Officer coordinates the administration and management of the Installation's/Region's Family Advocacy Program. The Director of the Family Service Center may be appointed the FAO. The FAO is responsible for maintaining clear lines of authority and accountability in FAP; ensuring the coordination of functions and the integration of services; drafting installation instructions; coordinating Memorandum of Understanding (MOU) with civilian agencies; ensuring that Case Review Committees (CRC) meet regularly; and is the liaison with PERS and BUMED.

Family Advocacy Committee. The Family Advocacy Committee (FAC) is the policy-making, coordinating and overseeing body for the Installation/regional FAP. This multi-disciplinary committee facilitates civilian/Military interface; recommends needed resources or programs; conducts needs assessments and long-range planning; serves as advocates for family and children; is chaired by an O-4 or above line officer who is appointed by the installation Commander/Regional Line Coordinator; is co-chaired by clinically privileged MTF staff member; and includes the FAR, FAO, and representatives from victim/witness services, family support programs, medical, law enforcement, legal, chaplains, youth and child services, shelters, installation and tenant commands. **Where logistically possible, the NRD should offer to serve in a tenant command capacity on the FAC.**

Family Advocacy Representative (FAR). The FAR is a credentialed and privileged independent practitioner. The FAR implements and manages the intervention/rehabilitation aspects of the installation FAP.

Family Service Center (FSC). The Family Service Center is a key participant in FAP providing prevention, education, intervention and treatment. FSC responsibilities for FAP include the lead role in prevention of family violence; and the lead role for training of Navy personnel, commands and community representatives; providing Information and referral and intake services; providing Level I FAP Treatment. Many also provide Level II counselors funded by FAP. They report incidents of abuse to FAR within 24 hours, and provide case updates.

KEY FAP ELEMENTS. The majority of the NRD interface with the FAP Organization will occur when handling specific FAP cases with the FAP Case Manager and Case Review Committee (CRC).

CASE Manager – FAP. The FAP case manager is responsible for all aspects of individual case management. The case manager assesses the needs of the client and family; arranges, coordinates, monitors, evaluates and advocates services to meet the specific needs of the client and family; **serves as the POC for the sponsor's command**; provides on-going assessment; identifies and assists clients

in meeting concrete needs; monitors treatment compliance and progress; presents cases to CRC; and maintains case documentation.

Case Review Committee (CRC). The CRC functions include reviewing cases; reviewing available services; and making determinations and treatment/intervention recommendations to FAR and Commanding Officer.

CRC membership is multi-disciplinary. The CRC members are appointed by the installation CO in collaboration with the Military Treatment Facility (MTF) Commanding Officer, and normally consist of not more than eight members. Minimum permanent “voting” members (core) consists of a Physician, FAR, clinically privileged Mental Health Provider, Judge Advocate, and a Line Officer (O-4 or above).

Optional Permanent Members may consist of MTF or FSC Counselors, CPS Worker, Shelter Representative, Nurse, Base Security, NCIS Agent (non-voting), pediatrician, pediatric and or emergency room nurse, and other physicians as appropriate. Consultants that may be invited in a specific case include an Alcohol Counselor, Chaplain, DOD School Personnel Counselor, Community Health Nurse, security officer, CDC Director/Representative. **Service member’s CO or Command Representative (CMC/FAP POC) should be invited.**

OTHER RESOURCE ELEMENTS

Medical Treatment Facility (MTF). The MTF is responsible for the health care aspects of FAP. MTF staffs identify and treat victims of abuse, and report abuse to FAR and CPS. A clinically privileged MTF staff officer co-chairs the FAC and chairs the CRC.

Regional Child Sexual Abuse Response Team. This multi-disciplinary team from a designated installation or area receives specialized training concerning the intervention process for complex and/or multiple victim cases of child sexual abuse. Teams normally consist of the FAP Regional Coordinator, Judge Advocate General, NCIS special agent, FAR, pediatrician and FSC clinical staff. Lead by the FAP Regional Coordinator who provides overall coordination, the team is available for on-site consultation in their regional area. Each area should have a regional SOP outlining procedures.

Resource Listing. Appendix C provides a listing of directives; points of contact and additional help services.

Chapter 3

COMMAND ORGANIZATIONAL RESPONSIBILITIES

The Command FAP Organization Responsibilities provide the framework within which Family Advocacy issues can be effectively managed. SECNAVINST 1752.3 and OPNAVINST 1752.2, paragraph 6g, delineate the FAP responsibilities of commands.

COMMANDING OFFICER

Take appropriate actions to reasonably ensure the safety of victims and all family members. Options may include issuing a Military Protective Order.

Ensure that all allegations of child and spouse abuse are promptly reported to FAP and civilian community authorities as appropriate. Ensure pre-Case Review Committee (CRC) notification is provided to the service member. Also ensure that a command representative attends CRC whenever possible, and that CRC results are provided to the service member and to the civilian victim or offender.

Ensure that offenders involved in family violence incidents are held accountable for their actions (active duty members) by directing them to participate in a rehabilitation program and/or by taking disciplinary/administrative actions.

Facilitate appropriate intervention, rehabilitation education, counseling and support services for the service member and family. Take disciplinary/administrative action if the service member repeats the offense, fails to cooperate, or to satisfactorily complete the rehabilitation program.

Ensure command members are trained on identification and prevention of family violence, reporting requirements, and command, community, and FAP's response to family violence. Incorporate FAP awareness as regular and ongoing professional development training as mandated by OPNAVINST 1752.2.

In all administrative separation processing boards involving allegations of child sexual abuse, ensure that a judge advocate is assigned as recorder unless compelling reasons dictate otherwise. In cases of spouse abuse and other types of child abuse, assign judge advocates as recorders if they are reasonably available.

Designate an officer or senior enlisted member, normally the Command Master Chief, to serve as unit point of contact (FAP POC) to coordinate with the Family Advocacy Representative (FAR) at the Family Advocacy Program (FAP) and monitor status of each case. Ensure the FAP POC attends FAP Command Leadership Training. Forward the appointment letter containing the FAP POC's name and phone number to each FAR within your NRD's geographical boundaries.

Submit information packet to NAVPERSCOM in child sexual abuse cases.

COMMAND MASTER CHIEF. The Command Master Chief is responsible for coordinating, monitoring, and participating in the Family Advocacy Program (OPNAVINST 1306.2). If not assigned as the FAP POC, the CMC shall assist the Commanding Officer in the formulation of FAP policy and program oversight, work closely with the Executive Officer in execution of the command FAP policy, and if not assigned as the FAP POC, monitor and advise the FAP POC in program operation.

FAMILY ADVOCACY PROGRAM POINT OF CONTACT (FAP POC)

Attend FAP Command Leadership Training at time of appointment, and FAP related training on a regular and ongoing basis. (Contact FAP to identify this training.) Educate themselves on FAP policies and instructions, and on resources available from other services or civilian agencies within the NRD area.

Coordinate command FAP prevention efforts.

Make the command's position on family violence known to all service members. Ensure that all service members are aware of the requirement to report incidents of child or spouse maltreatment to FAP.

Schedule family violence awareness training for all service members on a regular basis, as mandated by OPNAVINST 1752.2.

Receive notifications from FAP regarding alleged incidents. Respond to FAP and other agencies regarding incidents involving command personnel and/or family members. Make reports to FAP when allegations come to the attention of the command. Advise designated person(s) in the chain of command of all reports involving command personnel.

Scheduling FAP appointments for service members. Provide all pertinent information to FAP. Attend CRC meetings and ensure that pre-CRC and post-CRC notifications are made. Refer to FFSC for prevention, skill-building, support groups, and counseling services, when appropriate.

Monitor service member's compliance by periodically verifying with the service member that they are attending all mandated rehabilitation programs and is having progress reports submitted to FAP. Advise FAP of noncompliance or other concerns.

Document command actions in FAP cases and keep under double lock and key. (Appendix A applies.)

ALL COMMAND PERSONNEL. All Military Members and DoN personnel are required by Navy Regulations to report offenses that come under their observation (except when they themselves are criminally involved in such offences). OMBUDSMEN are required by Navy instruction to report FAP offences they become aware of. Chaplains and attorneys are exempt from reporting requirements in certain circumstances. To help achieve early intervention, offenders and potential offenders should be encouraged to seek assistance by self-referring.

Chapter 4

THE FAP CASE – AN OVERVIEW

The remaining Sections of the Desk Top Guide address the handling of individual FAP cases from the initial allegation to the final closure report. This is to serve as a general guide, and should not be considered an all-inclusive checklist. Close coordination between the FAP POC, FAP Case Manager and FAR will fill in the specific gaps in the general guide.

In all cases of family violence the FAR or caseworker will recommend intervention options to the command. The Commanding Officer will offer interim FAP rehabilitation, education, and counseling services to suspected and substantiated offenders; however, provision of such services shall not delay, limit, or preclude appropriate disciplinary and administrative action. Offender accountability is a necessity because otherwise there is likely to be little change in the abusive behavior. This includes action taken with respect to unrelated misconduct or any administrative separation authorized.

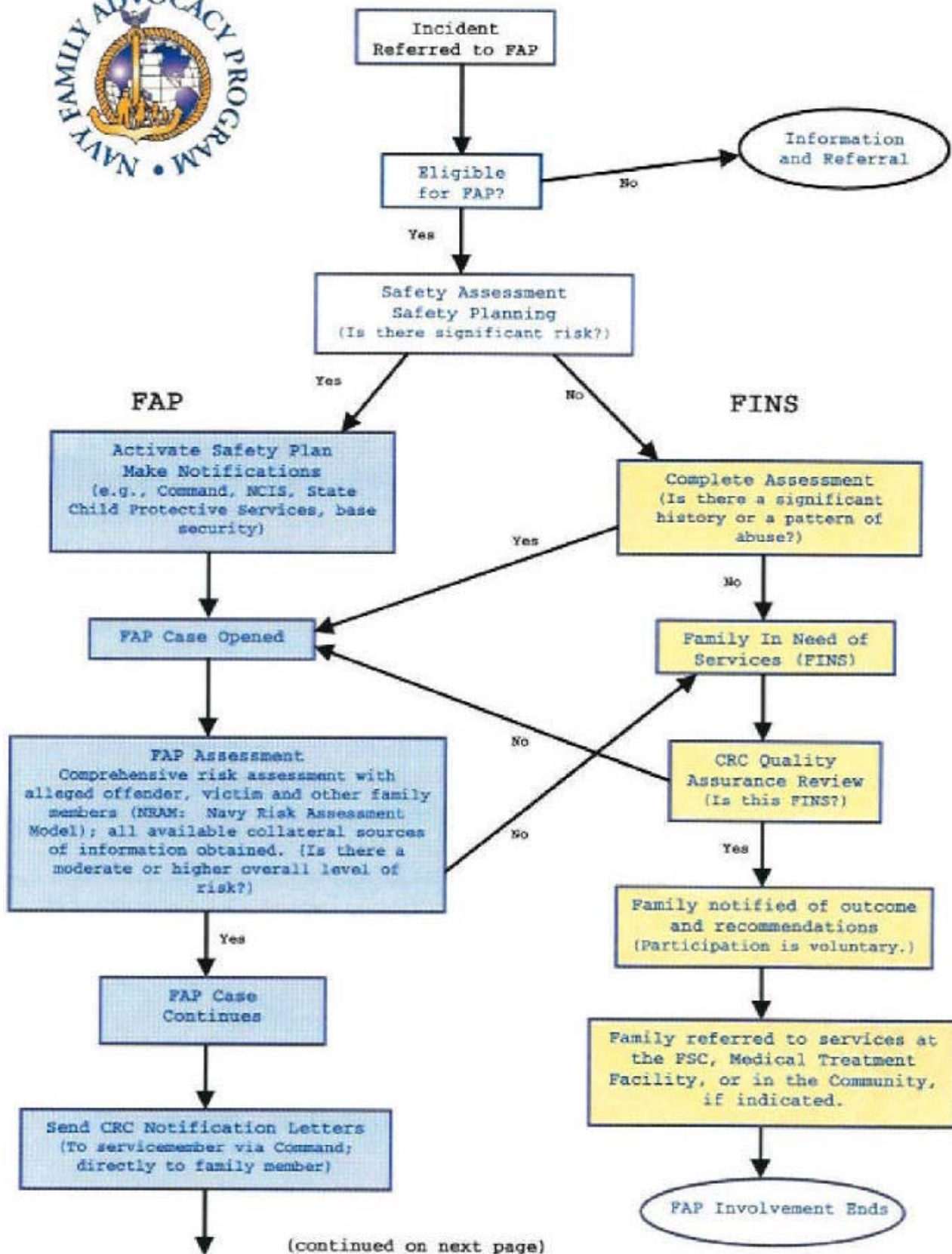
All incidents of child and spouse abuse that result in the initiation of a FAP case will be reviewed by the local multi-disciplinary Case Review Committee (CRC). If abuse is substantiated by the CRC, an individual case intervention plan for the offender will be developed. The installation CRC in conjunction with the FAR will be responsible for monitoring all family violence cases to ensure victim safety, and will keep all parties involved apprised of the case's progress.

The FAR will ensure that victim safety planning and protection issues are available prior to the command's determination of any disciplinary/administrative action, and will inform the member's command of the CRC findings and the treatment recommendations.

Long-term rehabilitation, education, and counseling (requiring 6 months counseling or more) should primarily be made available to those members who have demonstrated a desire to end their abusive behavior and have definite potential for future productive service. Appropriate intervention options must be tailored to address each identified type of abuse for offenders, victims, and involved family members. These options should be based on the assessed severity of abuse and risk of reoccurrence.

Victim intervention should focus on: crisis intervention and referral to available community support resources which help ensure victim safety; counseling, support services, medical care, and compensation benefits to promote healing; and the development of strategies to minimize the risk of future victimization. Offender intervention should focus on: helping the offender to immediately stop the abuse by changing their behavior through administrative and legal actions; education and counseling to address destructive attitudes and learned behaviors; and furthering the protection of victims by helping to change relevant situational factors (e. g., alcohol use, lack of child care, firearms in the home, and financial problems).

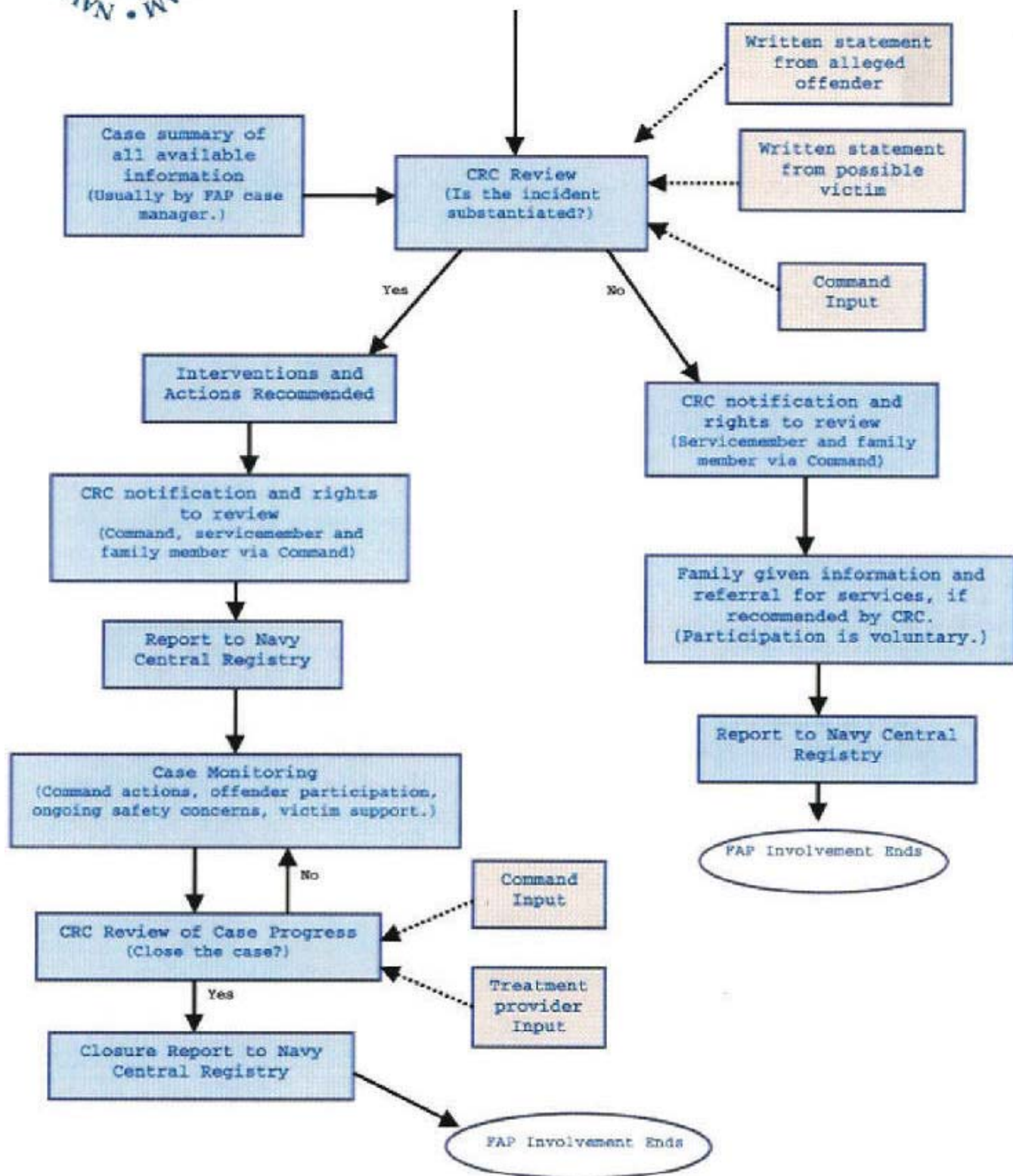
FAP Case Process





FAP Case Process

(continued)



Chapter 5

WHAT CONSTITUTES A FAP CASE?

WHO IS ELIGIBLE FOR FAP SERVICES? To be eligible for FAP services the following criteria must be considered:

Military Medical Beneficiary. An individual who is entitled to receive care from a military medical facility is eligible for FAP. Retirees may be assisted on a referral/space available basis but a formal FAP case is not opened. Department of Defense (DoD) civilians based overseas and certain contract employees are also eligible.

Current Allegation. An incident of child or spouse physical abuse or neglect must have occurred within the past six months. An allegation of child sexual abuse is considered regardless of when the abuse occurred. Any allegation indicating an on-going pattern of potentially abusive behavior that the FAP worker judges to be a situation of imminent harm also make one eligible for FAP services.

Note: Partner Abuse. Situations in which couples are unmarried but living together or have an established relationship pattern (recently divorced, live together at times...) are eligible for FAP services. A non-eligible victim may be interviewed for information, safety planning and referral purposes.

Imminent Risk of Harm. If an injury has not actually occurred but the situation is dangerous and harm appears imminent, one is eligible.

WHAT CONSTITUTES ABUSE?

CHILD ABUSE/NEGLECT. The physical injury, sexual abuse, emotional abuse, deprivation of necessities, or other abuse of a child by a parent, guardian, employee of a residential facility, or any person providing out-of-home care, who is responsible for the child's welfare, under circumstances that indicate the child's welfare is harmed or threatened. The term encompasses both acts and omissions on the part of such a responsible person. This term includes offenders whose relationship is outside the family and includes, but is not limited to, individuals known to the child and living or visiting in the same residence who are unrelated to the victim by blood or marriage, and individuals unknown to the victim. Specific types of abuse/neglect are:

Physical abuse. A type of abuse to include, but not limited to, acts resulting in: death, brain damage or skull fracture; subdural hemorrhage or hematoma; bone fracture; dislocation or sprain; internal injury; poisoning; burn or scald; severe cut or laceration; other physical injury that seriously impairs the health or physical well-being of the child victim; or other minor injury which includes minor bruises, or welts, or cuts, or twisting or shaking which do not constitute a substantial risk to the life or well-being of the victim.

Sexual abuse. Actions including, but not limited to, the employment, use, inducement, enticement, or coercion of any child to engage in, or having a child assist any other person to engage in, any sexually explicit conduct (or any simulation of such conduct). This includes but is not limited to rape, molestation, prostitution, or other sexual activity between the offender or a third party and a child, when the offender is in a position of power over the child. Sexual abuse also includes exploitation to include forcing or allowing a child to look at the offender's genitals, forcing or allowing a child to observe an offender's or another's masturbatory activities, exposing of a child's genitals for sexual gratification of the offender(s), talking to a child in a sexually explicit manner, surreptitious viewing of a child while undressed for the offender's sexual gratification, or involving a child in sexual activity such as pornography or prostitution in which the offender does not have direct physical contact with the child.

Emotional Abuse. Actions including, but not limited to, active, intentional berating, disparaging, or other behavior towards the victim that adversely affects the psychological well-being of the victim.

Neglect. Actions or omissions by a parent, guardian, or caretaker, which includes, but is not limited to, deliberate or negligent withholding or deprivation of necessities (nourishment, shelter, clothing, and health care), lack of adequate supervision, emotional or educational neglect, and abandonment. For more specific definitions see enclosure (2) of DODI 6400.2.

SPOUSE ABUSE. Spouse abuse includes, but is not limited to, assault, battery, threat to injure or kill, or any another act of force, violence, or emotional abuse, or undue physical or psychological trauma, or fear of physical injury. This includes physical injury, sexual assault, and intentional destruction of property, psychological abuse and stalking. Spouse abuse includes abuse inflicted on a partner in a lawful marriage or on a person cohabiting with the service member.

STALKING. Actions of a person, performed in a repeatedly harassing manner, including but not limited to following another person in a manner to induce, in a reasonable person, fear of sexual battery, bodily injury, or death of that person or that person's immediate family.

Chapter 6

STEP-BY-STEP PROCEDURE

The primary objective when handling an individual Family Advocacy is to ensure the safety and security of the victims, so the initial action is accomplished by the individual who first becomes aware an abusive situation exists. This may be anyone from a recruiter to the Commanding Officer, or the OMBUDSMAN. Thus the first step, in a step-by-step procedure, is training. This training should start at NROU, be continued at Command Indoctrination, tailored locally at NRS Check in, and should be a part of each annual training conference. Tailor the CRISIS INTERVENTION PROTOCOLS in Appendix B, to be maintained at Headquarters and at each NRS. These will provide a “What To Do” checklist for Sailors in the command.

CONFIDENTIALITY NOTE, Family advocacy allegations are protected under the privacy act, and cannot be divulged to any person other than on a “need to know” basis. The person reporting the allegation is not authorized to discuss the case with anyone except in carrying out initial emergency actions. The commanding officer will determine who has the “need to know”, and direct that those personnel be briefed. Unauthorized discussion of allegations (which may prove false) has the potential to impair future performance appraisals, damage the Navy reputation in the community, and may result in reprisal against the victims or legal action against the command.

OCONUS NOTE. Special regulations apply. Specific Guidance is contained in OPNAVINST 1752.2, enclosure (4).

RISK ASSESSMENT AND INITIAL ACTION (by the discovering individual):

- Do not under any circumstances attempt to handle the situation yourself.
- Is there an immediate threat? If yes, then contact the police or child protective services (as appropriate). The immediate objective is to protect all family members from harm. Appropriate emergency actions depend upon the specifics of the situation.
- Are you the OMBUDSMAN? If yes, report the allegation directly to the FAR.
- Notify the FAP POC, providing full details of the situation and action taken.

FAP POC

- Do not under any circumstances attempt to handle the situation yourself.
- Is there an immediate threat? If yes, then contact the police or child protective services (as appropriate).
- Notify the Commanding Officer, Executive Officer and Command Master Chief (Commanding Officer should promulgate local notification policy).
- Report allegations to the Family Advocacy Representative (FAR) at the Family Advocacy Program (FAP) facility nearest to the service member's location.
- Maintain documentation of all command actions under double lock and key.

COMMANDING OFFICER INITIAL ACTIONS

- When allegations of child and spouse abuse come to the attention of the command, determine if temporary intervention (Military Protective Order (MPO), barring order, referrals to Child Protective Services, spouse abuse shelters, etc) is required to protect the family members from harm. Detailed guidance and a sample MPO is in OPNAVINST 1752.2, (enclosure (6)).
- Reporting requirements are addressed in Section 7.

FAP SAFETY ASSESSMENT. When an eligible report is received by the FAR, a worker completes a safety assessment, which guides the immediacy and intensity of FAP intervention required. It also determines whether a full risk assessment is scheduled or the report is handled as a FINS (Family In Need of Services) case. FINS cases are not opened as FAP cases. They receive consultation and referral, and the command is usually not notified.

FAP NOTIFICATIONS. Notifications of an allegation are made by the FAR to the service member's command and other agencies (for example, Child Protective Services, NCIS, Domestic Violence Unit, PERS-661).

FAP RISK ASSESSMENT. The service member and spouse (as appropriate) are interviewed to identify risk factors and treatment needs. The Risk Assessment indicates the likelihood of future abuse and the level of severity if abuse recurs.

CASE REVIEW COMMITTEE (CRC). Each opened FAP case is presented to a multi-disciplinary Case Review Committee for case determinations and recommendations. Letter, via the command, notifies sailors seven days in advance of the CRC meeting. FINS cases are presented for quality assurance.

COMMANDING OFFICER/FAP POC. Ensure the service member is briefed on Privacy Act and FAP Documentation. Return completed documentation to the CRC prior to the CRC Case Review.

CASE REVIEW COMMITTEE DETERMINATIONS:

- **Unsubstantiated.** A case that has been investigated and the available information is insufficient to support the allegation of child abuse and/or neglect or spouse abuse.

Unsubstantiated-Did Not Occur. A case is ruled unsubstantiated, did not occur, after it has been investigated and the allegation of abuse and/or neglect is unsupported. The family does not need family advocacy services.

Unsubstantiated-Unresolved. A case is ruled unsubstantiated, unresolved, after it has been investigated and the available information is insufficient to support the allegation of abuse and/or neglect. Referral to family support services may occur.

– **Substantiated**. A case that has been investigated and the preponderance of available information indicate that abuse has occurred. This means that the information that supports the occurrence of abuse is of greater weight, or more convincing than the information that indicates that the abuse and/or neglect did not occur. (This includes cases where abuse is substantiated, however, the offender is unknown.)

Pending. A case determination is pending further investigation.

COMMANDING OFFICER'S RESPONSIBILITIES

The CRC determinations and recommendations are sent to the member's Commanding Officer who reviews and makes a decision about the recommendations. For abusive service members, the Commanding Officer may mandate rehabilitation and/or administrative/disciplinary action. The command ensures that CRC results are discussed with the service member and forwarded to the civilian victim or offender. The Command ensures that the Statement of Rights and Command Disposition forms are returned to the FAR.

Requests for a review of the CRC determinations must be in writing, submitted within 30 days of receipt of the CRC's report, and based on specific grounds outlined in OPNAVINST 1752.2, enclosure (9). The request can be submitted by the alleged military offender, alleged civilian offender, alleged victim (military or civilian), the Commanding Officer of the alleged offender, or the victim.

The decision to proceed with disciplinary action is a matter within the sole discretion of the member's Commanding Officer. Commands must make a determination as to appropriate disciplinary action and administrative separation processing no later than 30 days from receipt of the CRC's recommendations, unless unusual circumstances exist. In the determination, commanding officers should consider victim safety and protection issues, risk assessment, and CRC recommendations, if available.

If disciplinary or administrative action has been taken, resulting in the separation from service of an active duty member, family members may be eligible for temporary Transitional Compensation benefits.

MONITORING. Both FAP and the command monitor attendance and compliance with service member's rehabilitation.

CASE CLOSURE. CRC closes cases as resolved once the risk is reduced and goals are accomplished. Cases may also be closed as unresolved or as separated from the service.

Chapter 7

REPORTING REQUIREMENTS

Reporting requirements vary with the specific details of each case. Note that a case may fall into several of the reporting requirements outlined below. The FAP POC must be intimately familiar with OPNAVINST 1752.2, SECNAVINST 1752.3, and with OPNAVINST 3100.6, Emergency Message Processing Procedures.

THE OPREP-3 NAVY BLUE ON UNIT SITREP DECISION PROCESS. In every instance of Spouse or Child Abuse, as a minimum, an initial UNIT SITREP plus a telephone report to COMNAVCRUITCOM Duty Officer is required, and a follow up SITREP may be required. In some cases an OPREP-3 NAVY BLUE will be required instead of the SITREP. OPNAVINST 3100.6, Sections XI and XII, provide detailed guidance, and should be consulted when drafting the message. OPREP/SITREP Templates are included in Appendix D.

– **OPREP-3 NAVY BLUE.** This report is used to provide the CNO, COMNAVCRUITCOM and other Navy commanders with **immediate notification of incidents** of military, political, or press interest, which are of **high** Navy interest. In Family Advocacy cases, the reports are submitted to provide “**as it happens**” information on **incidents** of misconduct which may be reported by the local press. The decision to send a NAVY BLUE vice a UNIT SITREP is accordingly a decision based on the level of press interest in the case. In incidents of Murder, Rape, Sexual Assault, Child Molestation, Spouse Abuse/Domestic Violence where a report was filed with the police, a NAVY BLUE is required. Suspected incidents and allegations of this nature should be reported via UNIT SITREP. OPREP-3 NAVY BLUE reports require an immediate (within 5 minutes after learning of the incident) voice report, a telephone report to the COMNAVCRUITCOM Duty Officer, followed by an immediate message (within 20 minutes after learning of the incident). Once the incident is no longer of high Navy interest, subsequent reports may be sent as UNIT SITREPS.

– **UNIT SITREP.** All FAP situations that do not meet the OPREP-3 NAVY BLUE criteria will be reported via UNIT SITREP.

Initial Report. A record message report. Brief and to the point.

Message Report. Must be sent with 20 minutes of knowledge of the incident. Amplifying reports may be sent as required.

REPORTS

All Incidents of Spouse or Child Abuse. Report the allegation to the FAR located nearest the service member as soon as possible, followed by a Unit SITREP and a telephone call to COMNAVCRUITCOM Duty Officer.

Suspected Criminal Conduct. The appropriate law enforcement agency and NCIS must be notified immediately in all cases of child or spouse abuse in which there is a major physical injury or indication of a propensity or intent by the offender to inflict major physical injury and in all cases of child sexual abuse; where abuse incidents are in progress; situations involving risk of harm or use of weapons; or other dangerous situations. In such cases, interviews of suspected offenders shall not be conducted without the knowledge and consent of cognizant law enforcement agents.

Known or Suspected Incidents of Child Abuse (physical, emotional, sexual or neglect). Report the allegation to Child Protective Services.

Allegations of Child Sexual Abuse. Promptly notify local law enforcement, Child Protective Services, and the FAR via telephone. Follow this report with either an OPREP-3 NAVY BLUE or a UNIT SITREP. NCIS and BUPERS (PERS-661 and PERS-83) and COMNAVCRUITCOM must be copied on these messages. The FAP POC will call PERS-83 with a more detailed notification within 2 workdays. The notification to PERS-83 shall state the substance of the allegations, current status of the alleged offender, and any pending dispositions of the case. Suspected child sexual abuse offenders may not be interviewed by FAP personnel without the express consent of NCIS and prior consultation with the member's commanding officer. In response to a letter from PERS-83, submit an information packet to NAVPERSCOM in each child sexual abuse case. If a decision as to appropriate disciplinary action is not made within 90 days of the allegation, the command will send a status report to PERS-83. Such status reports will continue every 14 days until resolution of the case. Members convicted of allegations involving child sexual abuse by a civil or military court or found to have committed the offense(s) at NJP shall be administratively processed for separation. Detailed information is located in OPNAVINST 1752.2, enclosure (8).

Child Sexual Abuse Alleged to have Occurred in DoD Sanctioned Out-of-Home Care Settings (such as child care centers, schools, recreation programs, or family home day care). Reported immediately to the cognizant installation Commanding Officer, law enforcement/security department officials, the FAR, and FAO. Follow this with a Unit SITREP and a telephone call to the COMNAVCRUITCOM Duty Officer. Within 24 hours of the initial report, the FAR will report by message to PERS-65 and PERS-66). Detailed information is located in OPNAVINST 1752.2, enclosure (4).

Cases Involving a Military Fatality (on or off duty) or Injuries Resulting in One or More Lost Work Days. Require a MISHAP Report (OPNAVINST 5102.1 contains detailed guidance). The final NAVY BLUE or UNIT SITREP report must indicate if the incident meets MISHAP Report requirements.

APPENDIX A

FAP POC CHECKLIST

Receive Reports of Child or Spouse Maltreatment

Advise designated person(s) in the chain of command of all reports involving command personnel.

Initiate required emergency actions to protect victims (CPS/Law Enforcement).

Research reporting requirements and initiate appropriate reports.

Report allegations of child abuse/neglect, and spouse abuse that come to the attention of the command to the FAP.

Serve as the Command Liaison with the FAP Case Manager

Prompt CO to take action as needed to ensure protection of victims. (Military Protective Order, barring order, referrals to Child Protective Services, spouse abuse shelters, etc.)

Schedule FAP appointment for service member, ensuring that service member knows where to go, attends the appointment, and brings their service and medical records.

Schedule other appointments for service member as needed.

Provide all pertinent information/documentation to FAP Case Manager, including NCIS reports, alcohol evaluations, etc.

Forward Case Review Committee (CRC) advance notification letter to service member, per command procedure.

Participate in the CRC meetings addressing command cases, as directed by the CO.

Ensure Command Response to the CRC Recommendations

Assist command in discussing CRC determination with service member, forwarding determination to alleged civilian offenders and victims, and obtaining Statements of Rights as appropriate.

Return Command Disposition and Statement of Rights forms to FAP within 10 days.

Advise the service member of mandated actions.

Assist command with appeal procedures as needed.

Ensure submission of command disposition packet to NAVPERSCOM in child sexual abuse cases.

Periodically verify with the service member that they are attending all mandated treatment programs and having progress reports submitted to FAP Case Manager.

Advise FAP Case Manager of repeat incidents, noncompliance, or other pertinent concerns in the case.

Prompt the CO to initiate Administrative Separation Procedures if required.

Maintain Documentation of Command Actions in all Cases

Keep under double lock and key.

APPENDIX B

CRISIS INTERVENTION PROTOCOLS

TERMS

The terms emergency and crisis are often used interchangeably but they describe two different types of situations that often require different interventions.

Emergency. A life-threatening event or a potentially harmful situation (e.g., an individual who attempts suicide, physical abuse in progress or immediate threat).

Crisis. A more inclusive term for situations that are urgent but of a non-emergency nature. Crisis is a threat to loss of control or stability. It is any situation that involves active duty members, family members, or eligible civilian personnel and is perceived by the individual, the command, or another agency (military/civilian) as an urgent need requiring immediate assessment. Although command personnel may be required to handle some emergency situations, more of their efforts are directed toward assisting clients who are in crisis.

The purpose of a crisis protocol is to:

- Educate personnel regarding their role in crisis situations and the steps to follow when providing assistance. It is vital that procedural guidelines be developed and put into writing **before** a crisis occurs to ensure that the crisis situation will be handled appropriately.

- Provide a standard operating procedure (SOP). The SOP can be used to train all personnel to follow the necessary steps when an individual in crisis presents.

Guidelines for a Crisis Intervention Protocol. A crisis intervention protocol should be written:

- In a clear and concise format but provide enough information on how to handle the various scenarios that might occur.

- As if the individual following the protocol has no previous experience handling crisis situations.

- In a step-by-step format to ensure optimum response to clients who seek assistance.

The information outlined in the following template is designed to serve as a guide when developing a crisis intervention protocol.

FAMILY ADVOCACY CRISIS INTERVENTION PROTOCOL

Follow this procedure in the event you suspect or discover spouse/child abuse.

1. Stay Calm.

2. Is this an emergency situation? A life-threatening event or a potentially harmful situation (e.g., an individual who attempts suicide, physical abuse in progress or immediate threat).

YES? If you are on the telephone with the victim, get an address or location, phone number and description of the situation. Call emergency personnel. If you are on the telephone with the offender, keep the offender on the phone as long as possible, and have a co-worker contact emergency personnel.

Get Information: Name, Address, Phone Number, Situation
As much detail as possible under the circumstances
If suicide threat - method and action taken so far

Contact Information: 911, Police:_____ EMT:_____
Child Protective Services:_____
Base Security:_____
Crisis Intervention Hotline:_____

3. Call the Command Family Advocacy Point of Contact (FAP POC).

Contact Information: FAP POC: Name-_____
Phone-_____

CMC: Name-_____
Office Phone-_____
Cell Phone-_____

CDO: Phone-_____

4. Take additional action as directed by the FAP POC, CMC or CDO.

APPENDIX C

RESOURCES

FAMILY SERVICE CENTER (FSC). The Family Service Center is a key participant in FAP providing prevention, education, intervention and treatment. FSC responsibilities for FAP include the lead role in prevention of family violence. Prevention and skill building programs include parenting programs, stress management, problem solving and communication skills and financial education.

They also provide the lead role for training of Navy personnel, commands and community representatives. Providing information and referral and intake services. Providing Level I FAP Treatment including crisis intervention, support groups, and anger management classes or groups. Many FSC's also provide Level II counselors funded by FAP. Reporting incidents of abuse to FAR within 24 hours. Providing case updates.

Governing Instructions

OPNAVINST 3100.8 (Special Incident Reporting (OPREP-3) System

OPNAVINST 1752.2 (Family Advocacy Program)

SECNAVINST 1752.3 (Family Advocacy Program)

Helpful Web Links/Points of Contact

Navy Family Advocacy www.persnet.navy.mil/pers66/fap.htm. Contains Links to the most current Family Advocacy instructions.

Military Family Resource Center <http://mfrc.calib.com/>. Contains a variety of information, most importantly a directory, that is updated semi-annually, of "All Services" Family Services Center and Family Advocacy Program "Point of Contact" data. There are two versions; a Service Edition, and a State and Worldwide Edition. (Click on the Publications button on the main page to access this information.)

Family Advocacy Program Management Information Program

<http://dticaw.dtic.mil/fapmip/> . Contains basic information about FAP (all Services).

US Army Family Advocacy Program Web Site

<http://child.cornell.edu/army/fap.html> <http://trol.redstone.army.mil/acslink/acslink.html>

Look under "Programs".

US Marine Corps Family Advocacy Program Web Site

http://www.usmc-mccs.org/perssvc/prevent/fml_advcc_intr.asp .

US Coast Guard Family Advocacy Program Web Site

<http://www.uscg.mil/css/worklife/familypr.htm>.

US Air Force Family Advocacy Program Web Site

<http://www.airforcefap.org/home.asp>.

U.S. Office of Personnel Management

<http://www.opm.gov/ehs/workplac/html/domestic.html>

WHERE TO FIND HELP

Lifelines Services Network

C-1

<http://www.lifelines2000.org/services/articles/20020205/120610.asp?RootID=330>

Ceridian Lifeworks

<http://www.lifeworks.com> Ceridian Lifeworks is a civilian organization contracted by COMNAVCRUITCOM to provide a distance equivalent to the Navy Family Service Center. You need a name and password to enter this website. Contact your Command Master Chief for more details, the username and password.

Military Services Program Manager Contact Information

Army

Army Family Advocacy Program Manager
Department of the Army
Telephone: (703) 681-0644/7393
Fax: (703) 681-7239

Navy

Director, Navy Family Advocacy Program
Navy Personnel Command (NPC-661)
Telephone: (901) 874-4355/36/37/34
Fax: (901) 874-2690

Air Force

US Air Force Family Advocacy Division
Telephone: (210) 536-2031
Fax: (210) 536-9032

Marine Corps

Marine Corps Family Advocacy Program Manager
Headquarters USMC (POC Jenice Staniford)
Telephone: (703) 784-9546 DSN: 278-9546
Fax: (703) 784-9826

Coast Guard

US Coast Guard Family Advocacy Program Manager
Telephone: (202) 267-1329

APPENDIX D

MESSAGE TEMPLATES

1. OPREP-3 NAVY BLUE
2. UNIT SITREP

OPREP-3 NAVY BLUE

OPREP-3 NAVY BLUE VOICE MESSAGE

CNO will receive reports and will immediately relay the call to other commands as appropriate. The Navy Command Center (NCC) is the recipient for CNO's OPREP-3 NAVY BLUE calls at the following phone numbers. DSN Primary- 225-0231, Secondary- 223-2006, Commercial- (703) 695-0231 or (703) 693-2006.

If unable to reach the NCC, the call may be made directly to the NCC at one of the following numbers (request that the NMCC relay or conference the call to the NCC). DSN 227-6340, Commercial (703) 697-6340, NMCC Washington Switch Drop (703) 697-1201 extensions 1048/1049/1050/1051.

Call within 5 minutes after learning of the incident and identify by the phrase "OPREP-3 NAVY BLUE", indicating that the communication is of high significance and must be relayed without delay as a matter of unquestioned priority.

Call COMNAVCRUITCOM Duty Officer immediately after the initial OPREP-3 NAVY BLUE voice report has been submitted.

Follow the initial IMMEDIATE voice report by an IMMEDIATE initial message report within 20 minutes after learning of the incident. Any IMMEDIATE amplifying voice report(s) may be followed by IMMEDIATE amplifying message report(s). Precedence for OPREP-3 NAVY BLUE reports will be IMMEDIATE. Once the incident is no longer of high Navy interest, subsequent reports may be sent as UNIT SITREPS.

VOICE MESSAGE TEMPLATE

Addressee: "This is _____, OPREP-3 NAVY BLUE OVER".

Originator: "This is _____, SEND OPREP-3 NAVY BLUE OVER".

Addressee: "This is _____, IMMEDIATE (precedence),
CONFIDENTIAL/UNCLASSIFIED (classification),
OPREP-3 NAVY BLUE

Line Two (Incident - information, identification, location, and details.) Possible
Military Spouse Homicide, City, State.

Line Three (Narrative) ECHO FOUR (E-4) apprehended by local police while
attempting to dispose of blood stained uniform PERIOD may have killed spouse
in domestic dispute PERIOD incident under investigation by NCIS and local
authorities
OVER

OPREP-3 NAVY BLUE REQUIRED MESSAGE ADDRESSEES

Action: CNO WASHINGTON DC
CHNAVPERS WASHINGTON DC
COMNAVCRUITCOM MILLINGTON TN
NAVCRUITREG _____

Information: (CHAIN OF COMMAND)
ONI WASHINGTON DC
NAVY JAG ALEXANDRIA VA
COMNAVPERSCOM MILLINGTON TN//PERS-661/PERS-83//
(Add PERS-83 for Child Sexual Abuse only)

For violations of law or alleged child sexual abuse add
DIRNAVCRIMINSERV WASHINGTON DC//22D/23/02/21/24//

For death or serious injury add: CHNAVPERS WASHINGTON DC
CNO N ONE WASHINGTON DC
BUMED WASHINGTON DC

OPREP-3 NAVY BLUE MESSAGE TEMPLATE

MSGID/OPREP-3/NAVCRUITDIST ____/SERIAL #/MONTH//
REF/A/OPREP-3/NAVCRUITDIST ____/ZULU TIME OF VOICE REPORT/-/NOTAL//
AMPN/REF A IS INITIAL VOICE REPORT TO NCC//
FLAGWORD/NAVYBLUE/-//
TIMELOC/LOCAL ZULU TIME/CITY STATE/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/SUMMARY OF INCIDENT//
RMKS/A. INCIDENT: MURDER/CHILD SEXUAL ABUSE/DOMESTIC VIOLENCE
B. DATE OF INCIDENT:
C. TIME OF INCIDENT (LOCAL):
D. LOCATION OF INCIDENT:
E. SUSPECT: E-4, O-1, D/WIFE, D/DAUGHTER, UNK
F. SEX:
G. AGE:
H. RACE: CAUC, BLK, HISP, ASIA, ETC
I. WEAPON:
J. ALCOHOL/DRUGS: ALCOHOL/TYPE, AMOUNT OF DRUGS IF KNOWN
K. VICTIM: SAME AS FOR SUSPECT
L. SEX:
M. AGE:
N. RACE:
O. NCIS NOTIFIED: YES OR NO
P. SUMMARY:
Q. POC:.....//
BT

UNIT SITUATION REPORT (Within 20 minutes of knowledge of an incident)

UNIT SITREP REQUIRED MESSAGE ADDRESSEES

Action: COMNAVCRUITCOM MILLINGTON TN
NAVCRUITREG _____

Information: COMNAVPERSCOM MILLINGTON TN//PERS 661/PERS 83//
(Add PERS 83 for Child Sexual Abuse only)
DIRNAVCRIMINSERV WASHINGTON DC//22D/23/02/21/24//
(For violations of law or alleged child sexual abuse only)

UNIT SITREP INITIAL RECORD MESSAGE REPORT

UNCLAS//N01000//
MSGID/UNIT SITREP/NAVCRUITDIST ____/SERIAL #/MONTH//
FLAGWORD/UNITSITREP//
TIMELOC/LOCAL ZULU TIME/CITY STATE/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/SUMMARY OF INCIDENT//
BT

UNIT SITREP INITIAL RECORD MESSAGE REPORT (VIOLENT CRIME)

UNCLAS//N01000//
MSGID/UNIT SITREP/NAVCRUITDIST ____/SERIAL #/MONTH//
FLAGWORD/UNITSITREP//
TIMELOC/LOCAL ZULU TIME/CITY STATE/INIT//
GENTEXT/INCIDENT IDENTIFICATION AND DETAILS/SUMMARY OF INCIDENT//
RMKS/A. INCIDENT: SEXUAL ASSAULT/DOMESTIC VIOLENCE/ETC
B. DATE OF INCIDENT:
C. TIME OF INCIDENT (LOCAL):
D. LOCATION OF INCIDENT:
E. SUSPECT: E-4, O-1, D/WIFE, D/DAUGHTER, UNK
F. SEX:
G. AGE:
H. RACE: CAUC, BLK, HISP, ASIA, ETC
I. WEAPON:
J. ALCOHOL/DRUGS: ALCOHOL/TYPE, AMOUNT OF DRUGS IF KNOWN
K. VICTIM: SAME AS FOR SUSPECT
L. SEX:
M. AGE:
N. RACE:
O. NCIS NOTIFIED: YES OR NO
P. SUMMARY:
Q. POC:.....//

BT

D-3